



Job Opening: Client Experience Manager

POSITION SUMMARY:

We are seeking an independent contractor to serve as our Client Experience Manager to support our organizational consulting practice with more than 40 years of global recognition for transforming communication and relationships.

BENEFITS & PERKS

- Fully remote position, anywhere in United States
- Flexible part-time hours (20-25 hours weekly)
- Competitive pay: \$28-30 hourly based on experience
- Health insurance contribution
- Work alongside global award winning leaders in the organizational communication field

JOB RESPONSIBILITIES:

- Coordinate full cycle of new client process from inquiry to post-learning follow-up
- Customize and send client agreements, learning materials, surveys and other relevant communication
- Schedule Zoom meetings
- Provide Zoom tech support during live virtual trainings
- Maintain and manage email prototype database
- Assist with the creation and posting of social media content
- Other administrative tasks as needed

QUALIFICATIONS/SKILLS:

- 3+ Years of work experience in an administrative role preferred
- Proficiency with Microsoft Office and Google Suites
- Outstanding verbal and written communication skills
- Highly detail orientated and organized
- Website, graphic design, and digital marketing skills a plus
- Proactive, energetic with a passion for exceeding expectations

For immediate consideration, please send your cover letter & resume to:

theglasers@theglasers.com